

PROCUREMENT PLAN CHECKLIST

1. Procurement Plan Statement

Is your plan centralized (entire district)

Is your plan decentralized (each school)

2. Code of Conduct Statement

3. Review Procedures

4. Method of Procurement Used

A. Small Purchase Procedures

B. Competitive Sealed Bids

C. Competitive Negotiation

D. Non Competitive Negotiation

A statement as to why the above method(s) were selected

5. Selection of a Contract Type

A. Fixed Costs

B. Escalation Clause

6. Contract Provisions

A. All contracts must include a statement that contractors must maintain records for 3 years after the final payment on the contract.

B. All Contracts Over \$10,000

1. Delivery of Bids

2. Correction of Mistakes on the Bid Form

3. Quantities

4. Review and Award of Bids

5. New Products

6. Delivery Times and Places

7. Item Substitutions

8. Payments

9. Extension

10. Termination

11. Exclusivity

12. Access to Records

13. Penalty

14. Debarment

15. Buy American

16. Equal Employment Opportunity

C. All Contracts Over \$100,000

1. Clean Air Act

2. Clean Water Act

3. EPA Regulations